

Windlesham Parish Council Meeting – Tuesday 26th September 2023

Update for the residents of Bagshot, Lightwater and Windlesham from the Vice-Chair – Rebecca Jennings-Evans on behalf of Chair of Council - Councillor Alf Turner

Following the summer recess Council convened the September meeting with a full agenda.

All comments on this report are welcomed and you are invited to contact the Council either directly or through local councillors - see the links below for contact details.

1. Public Question Time

As you may be aware the Council welcomes questions from the public relating to Parish Council business.

This month no questions were raised falling within the remit of the Parish Council, however a question was raised about the SHBC finances. Whilst the Parish are not in a position to comment on the Borough Councils finances the resident was asked to contact Surrey Heath Borough Council for an answer the question.

2. Surrey County Council Report

This month our Lightwater County Councillors reported a number of County wide initiatives, including a reminder that the Your Fund Surrey is open for applications, along with a grant fund which is now open for carers' organisations.

Local work in Lightwater

- Ongoing road improvements around the village
- Recent road traffic and speed survey on Red Road (now awaiting results)
- Ongoing meetings with local Borough Councillors
- Ongoing meetings with the Lightwater Society
- Organising the replacement of the 'Library' sign that went missing.
- Ongoing work to provide a bike rack on SCC owned land in the centre of the village.
- Working with Cllr Tear on the proposed footbridge between Lightwater and Windlesham
- Supported the Library with a Your Fund Surrey Small Project grant for new lighting and fixtures and fittings.
- Awaiting the outcome of the ITS scheme submitted for Ambleside Road
- Requested a speed survey for Guildford Road.
- Supported local families with SEN issues.

Other news:

- Update on our Additional Needs and Disabilities (AND) Strategy
- Ofsted – Local Area SEND inspection.
- Surprising Surrey – a new advertising campaign with the aim of inspiring pride in our county's attributes.

- Any of Us - Foster care recruitment event - The invite-only event will feature a screening of *Any of Us*, a fostering film jointly funded by over 70 councils across England and will be an opportunity to thank Surrey's foster carers and families for the important role they play.
- Surrey community recycling centres to accept small DIY waste from households free of charge.
- On demand bus service launches in five more areas in Surrey

Please note that since the meeting the Windlesham County Councillor representative has submitted a report which is available on our website.

For the full report please use this link - [County Reports](#)

3. Surrey Heath Borough Council Report

Our SHBC Councillors informed us that on the 8th September a special flag raising event and two minutes silence took place at Surrey Heath House for 999 Emergency Services Day. The event was led by the Mayor, Cllr Pat Tedder. Additionally, it was reported the Executive have recently approved a Bin Replacement programme across the borough, including replacing all dog waste bins with larger litter bins.

The above report also included an update on the SHBC finances. As the Borough Councillors present could not confirm that the content of the update had been signed off by the Borough Council Finance Officer, Parish Members have asked the Parish Clerk to seek confirmation before publishing the statement.

Upcoming dates to note.

This is the final week to make a nomination for the Surrey Heath Sports Awards 2023 - submissions close on Friday 29 September

A Cost of Living event will take place on Thursday 12 October from 2pm to 6pm in The Square Camberley.

The next full council meeting for SHBC is Weds 25 October. All residents are welcome to attend in person, or to watch live via the SHBC YouTube channel.

For the full report please use this link - [SHBC Reports](#)

4. Parish Council Finance

This is a routine agenda item whereby Members review the accounts for payment, bank reconciliations and the budget monitoring reports. All documents were approved and in addition Members resolved that the cost of the Windlesham Village North and South Ward elections would be allocated across all three villages.

5. Council External Audit Conclusion & Appointment of an Internal Auditor for 2023-2024

We are pleased to report that once again the Council has achieved a clean audit with no recommendations or comments from the External Auditor.

In an addition to the annual external audit Council must appoint an internal auditor to review not only the accounts but compliance and transparency as well. Following a review of effectiveness of our internal audit Members agreed to appoint Mulberry & Co to carry out the audit for 2023-2024.

6. Remembrance Day & Festive Lighting

Remembrance Day - Every year the Council has the pleasure of sending a representative to the Remembrance Services held in each village who lay a wreath on behalf of the Council.

This year it has been agreed that Cllr Turner and Cllr Willgoss will represent Lightwater and Bagshot Committees at the Remembrance services and both villages will make a £50 donation per wreath laid.

Windlesham Councillors had previously agreed at the village committee meeting that they wish to lay 2 wreaths this year, one at the war memorial and one at the Windlesham Field of Remembrance and will make a £25 donation per wreath. Cllrs Marr, Richardson and Lewis will be responsible for laying the wreaths.

Lightwater Councillors will also consider laying an additional wreath at the Lightwater Recreation Ground at their upcoming meeting in October.

Festive Lighting – Members discussed lighting the lamp column festive lights between the hours of 6am-midnight, and it was agreed that this will be a Village Committee decision.

7. WFOR Waste Collection Update

Following WFOR's cessation of the bin collection service Council had been asked to consider a reduction in the final invoice for the service.

Members were aware that the service had been irregular at times and agreed to apply a 50% discount.

8. Communications Committee

Recognising the importance of communication Members have formed a communications committee and agreed a set of terms of reference. The committee will have its inaugural meeting on the 18th October where consideration will be given to a comprehensive communications strategy.

9. Greenspace Maintenance

The Village Committees have been working hard to identify their greenspace requirements and it has now been agreed that a working party consisting of two Members from each village and the Chair and Vice-Chair of Council will meet to review the requirements of each village and make recommendations to Full Council.

10. Working Parties

a) Village Committee Terms of Reference Review

Unfortunately, it has proved difficult to find a suitable date and time to convene the working party, therefore Members agreed to defer the review until after the precept for 2024-25 has been set.

b) Windlesham Neighbourhood Plan Review

Members acknowledged that the recruitment process for the WNP working party would be advertised and delegated authority to the Windlesham Committee to review and appoint working party applicants and to make all other operational decisions. It was noted however, that all power to spend remains with Full Council.

Cllr Marr was appointed Chair of the working party.

Members also considered the merits of engaging a planning consultant to assist with the review and the benefits of carrying out a housing needs assessment. It was agreed that the Windlesham Committee would obtain quotes to engage a planning consultant for which they were given approval to spend up to £5k, to be funded from the Windlesham village reserve. It was however, agreed that the decision to carry out a housing needs assessment would be deferred to a later date, once the review was underway.

11. Parish Owned Trees

Recently the Council has received a number of requests to cut overhanging tree branches. All queries have been responded to referring to the current tree policy. The policy is in place to ensure that issues are dealt with consistently and that decisions are balanced and proportionate, taking into account the positive contribution trees make to the environment and the use of public funds.

12. Windlesham Cemetery

Recently the Windlesham Committee have carried out a review of available burial spaces at Windlesham Cemetery and have raised concerns that based on historical averages, the Cemetery could be full within 9-18 years dependant on demand. With this in mind Windlesham Village Committee requested that all non-resident burials be prohibited as from the end of year, until such times that more land becomes available. The financial implications were raised with a question on how the anticipated drop in income would affect Council finances. This is yet to be resolved and will be considered at the upcoming budget setting meetings.

Members considered the proposal and agreed to approve the closure of Windlesham Cemetery to non-residents by the 31st December 2023, subject to Windlesham Committee developing a policy that outlines any circumstances that might be exceptions to the rule. The policy will be brought to the November Full Council meeting for approval.

Next meeting & Events:

- 10th October – Planning Committee Meeting 11am at Lightwater Library

- 10th October – Personnel Committee Meeting 6:30pm at Lightwater Library
- 10th October – Lightwater Committee Meeting 7:30pm at Lightwater Library
- 31st October – Planning Committee Meeting 6:30pm at St Annes Church Centre, Church Road, Bagshot
- 31st October – Next Full Council Meeting 7:15pm at St Annes Church Centre, Church Road, Bagshot

Full details of Council meetings will be on the Windlesham Parish Council Website before the meeting with a link as follows: [Home - Windlesham Parish Council \(windleshampc.gov.uk\)](https://www.windleshampc.gov.uk)

Contact details:

[Bagshot Councillor contact details](#)

[Lightwater Councillor contact details](#)

[Windlesham Councillor contact details](#)

If you would like to contact Jo Whitfield, Clerk to the Council or visit the office please use the link below to view the office opening hours and contact details:

[Contact Us - Windlesham Parish Council \(windleshampc.gov.uk\)](#)

Rebecca Jennings-Evans
Vice-Chairman Windlesham Parish Council
29th September 2023